

PDC's 2014 Winter Schedule

Month	PDCode	Class Name	Cost	Dates & Times	Classroom
January	PD5024	Excellent Assistant Series (5-day series)	\$336	Jan 8, 15, 22, 29 and Feb 5 8:30 a.m. - Noon	Glacier
	PD5027	Myers-Briggs & Communication	123 + \$27 MBTI Assessment and Guide	Jan 14 8:30 a.m. to 4:30 p.m.	Glacier
	PD5082	Effective Management Series (8-day series)	\$570 + * materials fee (10% of tuition fee)	Jan 16, 23, 30 & Feb 6, 13, 20, 27 & Mar 6 8:30 a.m. - 4:30 p.m.	Glacier
	PD5065	Intermediate Excel	\$110	Jan. 22 9 a.m. - 3 p.m.	Lab 13B
	PD2028	Performance Management	\$123	Jan. 23 8:30 a.m. - 4:30 p.m.	Yellowstone
	PD5046	Exploring Emotional Intelligence Missoula	\$123 + \$34 Talent Smart EQ Self-Assessment	Jan. 28 8:30 a.m. - 4:30 p.m.	Missoula
	PD5066	The Leadership Challenge Great Falls (3-day series)	\$400 + * materials fee (Includes Leadership Practices Inventory 360)	Jan. 28, and Feb. 4, 11 8:30 a.m. - 4:30 p.m.	Great Falls
	PD1043	Developing Coaching Skills Missoula	\$123 + \$10 Gallup Strength Finder Assessment	Jan. 29 8:30 a.m. - 4:30 p.m.	Missoula
February	PD5071	From Me to We: Effective Collaboration	\$123	Feb. 4 8:30 a.m. - 4:30 p.m.	Glacier
	PD1036	Managing Multiple Priorities	\$95	Feb. 6 8:30 a.m. - Noon	Yellowstone
	PD5067	Advanced Excel	\$110	Feb. 12 9 a.m. - 3 p.m.	Lab 13B
	PD2009	Creating a Motivating Environment	\$123	Feb. 12 8:30 a.m. - 4:30 p.m.	Glacier
	PD3005	WARM: Writing Administrative Rules of Montana	\$123	Feb. 19 8:30 a.m. - 4:30 p.m.	Yellowstone
	PD5081	Transformational Leadership Series (6-day series)	\$505 + * materials fee	Feb. 19, 25, and Mar. 4, 11, 18, 25 8:30 a.m. - 4:30 p.m.	Glacier
	PD3002	Contemporary Writing Skills	\$123	Feb. 20 8:30 a.m. - 4:30 p.m.	Yellowstone
	PD1046	Customer Service in the Public Sector	\$95	Feb. 25 8:30 a.m. - Noon	Yellowstone
	PD5017	Working with Difficult Colleagues	\$123	Feb. 27 8:30 a.m. - 4:30 p.m.	Yellowstone
March	PD1017	Managing Conflict	123 + \$17 Thomas Kilman Conflict Instrument	Mar. 5 8:30 a.m. - 4:30 p.m.	Glacier
	PD5022	Records & Information Management Class is Full	\$50	Mar. 11 8:30 a.m. - 4:30 p.m.	Yellowstone
	PD3009	Meeting Minutes	\$95	Mar. 12 8:30 a.m. - Noon	Yellowstone
	PD5066	The Leadership Challenge (3-day series)	\$400 + * materials fee (includes Leadership Practices Inventory 360)	Mar. 13, 20, 27 8:30 a.m. - 4:30 p.m.	Glacier
	PD1048	Moving from Stress to Well-Being (aka: Stress Management)	\$123	Mar. 13 8:30 a.m. - 4:30 p.m.	Yellowstone
	PD5065	Intermediate Excel	\$110	Mar. 19 9 a.m. - 3 p.m.	Lab 13B
	PD3002	Contemporary Writing Skills	\$123	Mar. 19 8:30 a.m. - 4:30 p.m.	Glacier
	PD1002	Approaching Supervision	\$123	Mar. 20 8:30 a.m. - 4:30 p.m.	Yellowstone
	PD5046	Exploring Emotional Intelligence	\$123 + \$34 (Talent Smart EQ Self-Assessment)	Mar. 26 8:30 a.m. - 4:30 p.m.	Glacier
	PD5031	Basic Purchasing	\$50	Mar. 27 8:30 a.m. - 4:30 p.m.	Yellowstone